

# INFORMATION BULLETIN

## WORKFORCE INVESTMENT ACT

Number: WIAB01-34

Date: October 17, 2001  
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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: VETERANS PARTICIPANT REPORTING FOR PY 2001-2002

The purpose of this information bulletin is to provide standardized guidelines for the quarterly participant reporting for Veterans programs.

Veterans programs will continue to use grant codes 377 (378 for U.S. Vets – Long Beach) and 609 (610 for U.S. Vets – Long Beach) for Program Year (PY) 2001-2002. The Veterans Participant Report Summary data for each fund source e.g., 377, 378, 609, and 610 are due on the 20th of the month after the end of the quarter. Data submitted for these grant codes is to be **cumulative**. The participants may have an enrollment date up to and including the ending date of the quarter and who have not exited prior to the beginning of the program year.

For PY 2001-2002, the following changes are to be implemented effective for the 1st quarter reporting:

A narrative statement must be submitted with the quarterly report indicating the current subgrantee Veterans Workforce Investment Program (VWIP)/Workforce Investment Act (WIA) program status. In this narrative, subgrantees are required to expand on how the VWIP/WIA program is providing service to veterans. An explanation needs to be included when the quarterly goals, submitted by each organization, vary 15 percent above or below.

Equal employment opportunity data must be collected on veterans when any assessment or discretionary decision regarding a specific veteran is made. Such assessments or decisions include:

- Decisions regarding service or program eligibility, either positive or negative; and
- Decisions made on the part of any workforce investment system employee which lead to a targeting of services for veterans.

Using the ***Veterans Participant Report Summary*** (VPRS) form, subgrantees need to submit their 1st quarter report for grant codes 377, 378, 609, and 610. For grant codes 609 and 610 two separate participant reports will be submitted (one report covering 15 months {07/01/00 - 09/30/01} and the second report for the 1st quarter {07/01/01-09/30/01} for PY 2001-2002 grant).

For the 1st quarter reporting (due on October 20th), subgrantees will need to manually submit all data on the VPRS form. You **can** double count on Section II, III, IV, VI, and VII, but you **cannot** double count on Section V.

In Section III, line items A, C, D, E, F, G, H, I, and J must be manually submitted but the total data from line items C through J will be added to the overall total for line item A.

On the revised VPRS form, we have included the **field source** whereby the JTA system will extract data from any of the following forms: The WIA application form (A), enrollment/registration form (ER), exit form (E), and/or the follow-up form (F).

When the JTA system begins to be used to extract data for our quarterly Veterans Participant Reporting, the field source is a good tool for those in the field to know how data has been captured to reflect the true picture of the services provided to veterans. Therefore, it is critical that subgrantees input the correct data into your system on a regular basis. The Individual Participant Data reporting that is due to the State on the 20th of each month is the same report which will be utilized in extracting the veterans ad hoc reports and the quarterly reports required by the State and the Department of Labor.

Finally, user guideline instructions will not be provided for the revised VPRS form except for the 16 line items identified as manually reported. Should you need guidance on the other line items, refer to the Job Training Automation (JTA) System *Workforce Investment Act Client Forms User Handbook* dated April 2001. This handbook was given to all attendees at the last MIS meeting in Anaheim (May 2001) and if you attended recent JTA help desk training, you would have received the same handbook. If you do not have a copy of this handbook, please contact the JTA help desk for assistance at (916) 653-0202.

As previously indicated in the past quarterly information bulletin (refer to WIA Information Bulletin WIAB001-7, *WIA Fourth Quarter Reporting Requirements* dated July 18, 2001), the Workforce Investment Division will be automating the Veteran Participant Report Summary (VPRS) form effective on the 25th of the 2nd quarter and subsequent quarters. **Therefore, for the 1st quarter reporting due on October 20, 2001, subgrantees need to manually submit data using the revised VPRS form via email to [duntal@edd.ca.gov](mailto:duntal@edd.ca.gov) or faxed to the Performance Management Unit, Attention: Debor L. Untal, at (916) 654-9586.**

Please share this information bulletin with your local area Management Information System and reporting staff. Questions concerning the Veterans Participant Report Summary Form may be directed to Debor L. Untal, Performance Management Unit, at (916) 654-8295. Technical questions concerning the JTA System or the IPD report should be directed to the JTA Help Desk at (916) 653-0202. All other veteran's questions should be addressed to your program manager.

/S/ BILL BURKE  
Chief

Attachment is available on the Internet:

[Revised VPRS Form and Line Item Instructions](#) (DOC) (144k)